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17 January 1956

MEMORANDUM FOR: Staff and Division Chiefs, Office of Security

SUBJECT: Inspection Staff

1. Effective 1 February 1956, the Inspection Staff will be reduced to two professional personnel, each of whom will be designated as a "Special Assistant and Inspector."

2. The position of the Staff will remain unchanged on the organization chart. One "Special Assistant and Inspector" will be assigned to the DS(PS) and one to the DS(PFS), but either or both will be available to the Director of Security for special inspections or assignments, foreign or domestic, as directed.

3. The general function of the "Special Assistant and Inspector" will be to conduct inspections and carry out other assignments as directed.

4. The remaining functions of the previously constituted Inspection Staff are redelegated as follows:

- a. Inquiries into security compromises or breaches, whether foreign or domestic, will be made by the Physical Security Division.
- b. Ascertaining the security suitability of non-CIA training facilities will be the responsibility of the Personnel Security Division with assistance when required from the Physical Security Division.
- c. Monitoring the security ramifications of CIA classified contracts will be the responsibility of the DS(PFS) in his general supervision of domestic career Security Officers outside the Office of Security.
- d. Monitoring the progress of Foreign Visitors in CIA buildings will be the responsibility of the Personnel Security Division.
- e. Reviewing and approving requests for shipments of high explosives within the United States will be the responsibility of the Physical Security Division.

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- f. The Executive Officer will assume the duties of representing the Office of Security on the Property Survey Board and the Board of Review of Overages and Shortages.

FOR THE DIRECTOR OF SECURITY:

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Executive Officer

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(S)  (1-17-56)

- 1 - Ea Dep Dir
- 1 - Ea St & Div Chief
- 1 - Functions File
- 1 - Chrono

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